



MRC Job Posting

POSTING DATE: April 20, 2016

JOB TITLE: Job Coach I

JOB ORDER: 089

HOURS: Part-time, 25 hours/week - Evenings (approx. 3:00 – 9:00pm). May work occasional weekends.

REPORTS TO: Community Employment Manager

JOB FUNCTIONS: Supports Community Employment custodial worksites by consulting with supervisors and co-workers on adapting their training and supervisory methods for the MRC consumer, and working along-side them as needed to ensure customer satisfaction. Supervises work crews and provides support and advocacy for persons at individual placements. Ensures services meet the customer's requirements.

DUTIES:

- Train individuals served in work responsibilities.
- Meet employer quality expectations for timeliness and accuracy ensuring customer satisfaction.
- Ensure that services are effective to meet individuals' needs to obtain and/or maintain employment.
- Ensure persons served working on work crews increase work skills in preparation for competitive employment.
- Ensure overall employer satisfaction with MRC Custodial services.
- Supervise work crews and provide support and advocacy for persons at individual placements/microenterprise to facilitate integration at the employment site.
- Ensure that employers are provided with information that is relevant and helpful to them to understand the needs of the consumer.
- Be flexible, creative and knowledgeable of agency resources when interacting with service teams and other agencies when providing services.
- Identify natural supports at the workplace and move persons served to regular supervision and social supports from co-workers as quickly as possible.
- Seek out and respond to input from consumers, employers, and other stakeholders.
- Evaluate each job site for safety regulations and ensure a safe environment.
- Complete incident reports and accident reports in a timely fashion and in accordance with agency policy.
- Assure the rights of individuals served are protected in accordance with Michigan Mental Health Code and agency policy.
- Provide transportation for consumers to/from job sites as needed, adhering to all traffic laws and rules of the road.
- Complete all necessary documentation within the timelines set by supervisor.

KNOWLEDGE, SKILLS & ABILITIES:

- Minimum one year experience in a service industry required
- High School diploma or equivalent required
- Experience working with adults with development disabilities preferred
- Minimum one year experience supervising a work crew preferred
- Experience in supported employment preferred
- Must have human relations skills sufficient to interact effectively with customers/employers, consumers, families, co-workers, and service team members
- Initiative and independence to work in the community without supervision
- Analytical skills sufficient to analyze worksites, write service plans, analyze behavior, and develop interventions.

- Energy and enthusiasm to create a positive response to people with disabilities.
- Ability to learn and teach a variety of jobs
- Written communication and organizational skills sufficient to complete required documentation on schedule.
- Demonstrated ability and time management skills to perform tasks independently as assigned.
- Physical ability sufficient to transport and operate equipment used at job sites (e.g., burnisher, stripper, auto scrubber).
- Flexibility to respond to consumer needs on- and off-the-job and various unit needs.
- Acceptable driving record, valid Michigan driver's license and availability of licensed, insured vehicle for use on the job required.
- Working knowledge of PC software (MS-Office, Word, Excel, Access, Internet)
- A criminal records check, drug screen and office of recipient rights screen are required for this job.
- Must be available to work evenings. May work occasional weekends.

WORKING CONDITIONS

- Travel to off-site employment locations necessary.
- Working hours will include evening hours and may include early morning and/or occasional weekend hours
- Work may involve being outside in all weather conditions, exposure to dust, grass pollen and industrial conditions.

PHYSICAL REQUIREMENTS

- Ability to lift and carry up to 30 pounds.
- Ability to tolerate prolonged standing and walking.
- Travel in the community.

PAY RANGE: \$10.00 – 14.10/hour

TO APPLY: Apply online at www.mrcindustries.org

DEADLINE: Friday, May 27, 2016, 5:00 P.M.